

NEW EMAIL RETURN LABEL FOR VFC AND 317 PROGRAM PROVIDERS

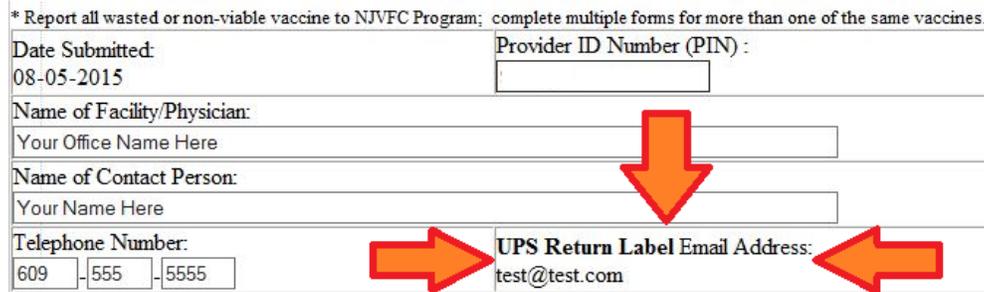
The Center for Disease Control and Prevention (CDC) has changed the way VFC and 317 Program providers will be receiving their prepaid United Parcel Service (UPS) return labels. Offices will no longer receive their prepaid return label through the United States Postal Service (USPS). McKesson will now email the prepaid return labels to your office email as submitted on your last re-enrollment application.

How To Request A Return Label

1. Complete the Vaccine Return Voucher online through NJIIS or NJIMODS. Pay attention to the UPS Return Label Email Address section at the top of the form. This email address is the office email submitted on your office's last re-enrollment application. **This email address may not be your own and cannot be changed.**

* Report all wasted or non-viable vaccine to NJVFC Program; complete multiple forms for more than one of the same vaccines.

Date Submitted: 08-05-2015	Provider ID Number (PIN) : <input type="text"/>
Name of Facility/Physician: Your Office Name Here	
Name of Contact Person: Your Name Here	
Telephone Number: 609 - 555 - 5555	UPS Return Label Email Address: test@test.com



NOTE: All NDC codes and lot numbers can found in your office's online inventory.

2. Once the form is successfully submitted online a confirmation email will be sent to the email address associated with the username of the person submitting the IMM-39 form. This email will be sent from vfc@doh.state.nj.us and the subject line will be "VFC form electronic submission". A copy of the submitted form will be attached to this email. Please read the comments in the body of this email for more information.

The email address that will receive the printable UPS prepaid return label from McKesson will also be displayed in the body of this email.



imm39YourOfficeNameHere2015-08-05-16-16-54.html

Retain a copy of this form for your own records.

IMPORTANT: If wasted or expired vaccines were ente shipping label will sent to the following email add

test@test.com



Your office will receive one return label for all w

3. Your office email address will receive an email from McKesson Specialty Care Dist with the subject "UPS Label Delivery".
4. Below is a screen shot of the email you will receive. The only link you need to know and should use is the one we have highlighted in the screen shot below. Click on the "Retrieve Your Shipment Label" link in that email to print out your prepaid UPS return shipping label and instructions. **Do not click on or use any of the other links in the email.**

Screen shot example of e-mail for Returns from McKesson

From: McKesson Specialty Care Dist [<mailto:pkginfo@ups.com>]
Sent: Sunday, April 12, 2015 12:23 PM
To: Mattingly, Paula (LHD-Lincoln Trail Dist)
Subject: UPS Label Delivery, 1Z2R43839096048804

UPS Returns Label Delivery

This notice tells you that a UPS shipper has sent you an electronic label.

You can print and use this label to include in your outbound shipment, or send it to the consignee. The label will be available for 30 days.

Note: When retrieving your label below, we will provide you with both a UPS Returns Label and Commercial Invoice if the invoice was prepared by the original shipper.

[View UPS Returns Documentation Instructions](#)

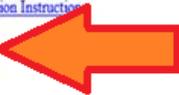
[Retrieve Your Shipment Label](#)

[Schedule a Pickup](#)

[Get the Receipt](#)

[Find the Closest Service Location](#)

[Find Out More About Returning Your Shipment](#)

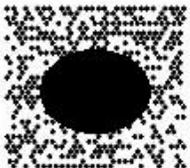
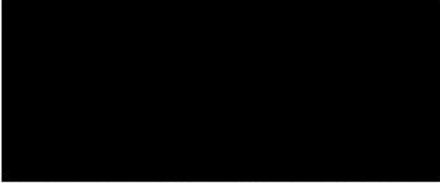
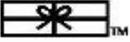


5. Below is a screen shot of the instructions and return label.

Screen shot example of return label and instructions

UPS Electronic Return Label: View/Print Label

1. Ensure that there are no other tracking labels attached to your shipment.
2. **Fold the printed label at the dotted line.** Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label. Take care not to cover any seams or closures.
3. **Drop-off**
 - Take this package to any location of The UPS Store®, UPS Drop Box, UPS Customer Center, UPS Alliance partners (Office Depot® or Staples®) or an Authorized Shipping Outlet near you. Return items sent via UPS Returns® services (including via UPS Ground) are accepted at all UPS Drop Box locations. To find the closest drop box location, visit www.ups.com/content/us/en/index.jsx and select the Locations tab, then select location type: UPS Drop box. [Drop Off Locator](#)
 - Daily Pick up customers may add return package(s) to their outbound shipments by having them ready for the driver as usual.

1 LBS		1 OF 1	FOLD HERE
RS			
SHIP TO: MCKESSON SPECIALTY CAR VACCINE: MEMPHIS 4100 QUEST WAY MEMPHIS TN 38115			
	TN 381 9-01 		
UPS GROUND TRACKING #:			
			
BILLING: P/P DESC: RA - 1 of 1 RETURN SERVICE			
Reference No.			
			
<small>©2015 UPS Inc.</small>			

6. Place the expired/wasted vaccine in the box with a copy of all corresponding Vaccine Return Vouchers (IMM-39). Affix the folded label using clear plastic tape over the entire label. Do not ship open or broken vials back to McKesson. Open or broken vials should be discarded.

Note: Only vaccines received from the VFC and Adult/317 Programs can be returned to McKesson.

Note: The printable prepaid label is only available for 30 days and can only be used one time.

Removing Online Inventory For Returned Expired/Wasted Vaccines

Once the IMM-39 forms have been submitted, you must remove wasted/expired vaccines from your online inventory

1. Access your office's online inventory in NJIIS or IMODS by clicking on Inventory then Management in the menu options on the left side of the screen.



2. Click on the Vaccine Id of the expired/wasted vaccine.

Vaccine Id	Lot Number	NDC Code	Brand	Date Recd
Hep B	1520Z			05/04/2011
Tdap	U4046AA	49281-0400-15	Adacel	04/05/2012
Tdap	U4106BA	49281-0400-15	Adacel	04/03/2012
Hep A	AHAVB469BA			05/04/2011

3. Click on Transactions

Vaccine ID : Tdap Funding Source : VFC PEDIATRIC
 Device : Syringe/Tubes NDC Code : 49281-0400-15
 Lot Number: U4046AA Expiration Dt: 01/20/2014
 Date Received : 04/05/2012 Doses in stock: 9
 Date Posted : 04/05/2012 Default:

Edit Lot » **Add Shipment »** **Transactions »** **Transfer »**

Lot Number : U4046AA
 Manufacturer : LEANER BACTERIO

4. At the bottom of the screen click on the red button “Add Transactions”

Vaccine ID : Tdap Funding Source : VFC PEDIATRIC
 Device : Syringe/Tubes NDC Code : 49281-0400-15
 Lot Number: U4046AA Expiration Dt: 01/20/2014
 Date Received : 04/05/2012 Doses in stock: 9
 Date Posted : 04/05/2012 Default:

Edit Lot » **Add Shipment »** **Transactions »** **Transfer »**

Transaction Type	Transaction Date	Doses	VFC Pin	PID
RECEIVED	04/05/2012	10		Received

ADD TRANSACTIONS **BACK**

- a. If the vaccine is expired you will enter following information in the row for “Expired”:
 - i. Number of doses
 - ii. Date
 - iii. Comment (why vaccine was allowed to expire)

Lot Number: U4046AA Expiration Dt: 01/20/2014 Manufacturer: PMC
 Date Received: 04/05/2012 Doses in stock: 9 Doses Administered: 1
 Date Posted: 04/05/2012 Default: Lot Recalled:

Edit Lot » Add Shipment » Transactions » Transfer »

Transactions	Doses	Date	Comments
EXPIRED			
WASTED:			

b. If the vaccines is wasted you will enter the following information in the row for “Wasted”:

- i. Number of doses
- ii. Date
- iii. Comment (use the comment selected on the IMM-39 form)

Lot Number: U4046AA Expiration Dt: 01/20/2014 Manufacturer: PMC
 Date Received: 04/05/2012 Doses in stock: 9 Doses Administered: 1
 Date Posted: 04/05/2012 Default: Lot Recalled:

Edit Lot » Add Shipment » Transactions » Transfer »

Transactions	Dose	Date	Comments
EXPIRED :			
WASTED :			
DOSES GIVEN TO PATIENTS NOT IN NJIIS .			

c. Then click the red save button. This will removed these doses from your “In Stock” online inventory.

Lot Number: U4046AA Expiration Dt: 01/20/2014 Manufacturer: PMC
 Date Received: 04/05/2012 Doses in stock: 9 Doses Administered: 1
 Date Posted: 04/05/2012 Default: Lot Recalled:

Edit Lot » Add Shipment » Transactions » Transfer »

Transactions	Doses	Date	Comments
EXPIRED :			
WASTED :	1	01/03/2014	enter a comment here
DOSES GIVEN TO PATIENTS NOT IN NJIIS :			

SAVE CANCEL